



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Executive Secretarial Assistant

Posting Number: WRM-2022-37

Open to: NJ State Employees

Workweek: NL (35-hour) Workweek

Salary: (W23) \$62,279.46 — \$88,347.15

Opening Date: 4/18/2022

Closing Date: 5/2/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Water Resource Management
Assistant Commissioner's Office
401 East State Street, 3rd Floor
Trenton, NJ 08625

Scope of Eligibility: Open to NJ State employees in a competitive title who meet the requirements below.

Description: May be assigned to act as secretary to a Deputy Commissioner who is authorized to act for cabinet officers in their absence; sub-cabinet level executive having responsibility for management of more than one operating Division and/or their organizational equivalents; heads of autonomous agencies or commissions, in but not of Departments and whose Chief Executive Officer is a gubernatorial appointee; and to a President of a state college; does related work as required.

Specific to the Position: Perform as proficient executive-level secretarial support to the Assistant Commissioner and staff, while maintaining strict confidentiality - verbal, written, or otherwise. Responsibilities include but are not limited to the following: manage day-to-day tasks related to high-volume scheduling, as well as accurate agenda information and/or travel itineraries; track assignments, contracts, grants, critical and time-sensitive projects, etc.; professionally take and route telephone and electronic inquiries; perform as the lead in support of effective organization and teamwork among all support staff within Water Resource Management.

Preferred Skill Set: Quick-thinking, problem-solving professional with high proficiency using Microsoft Outlook and Teams for scheduling in-person and virtual meetings; high proficiency using Microsoft Word and Excel.

Requirements

Experience: Six (6) years of experience in secretarial and administrative clerical work. Applicants may substitute a two year college level course in secretarial science for one (1) year of the required experience.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a

vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Selected candidate(s) shall not be serving a working test period at the time of the appointment.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:

Catherine Bogart

Water Resource Management

E-mail Address: WRM.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.